



# Job Opportunity

## Number 03-187

### WISCONSIN AIR NATIONAL GUARD

**\*ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY 4:00 p.m. ON THE CLOSING DATE\***

<b>OPENING DATE:</b> 30 October 2003	<b>CLOSING DATE:</b> 13 November 2003
<b>POSITION:</b> Machinist, Position Description Control Number 80366000, WG-3414-12	<b>LOCATION:</b> 128 ARW, General Mitchell IAP, Milwaukee, WI FC: 23B100, Compressed Work Week Required
<b>SALARY RANGE:</b> WG-12, \$21.87 to \$25.52 per hour	<b>TYPE OF APPOINTMENT:</b> Excepted

**Also on our web site at: <http://dma.wi.gov/airguard/human.htm>**

**RELOCATION EXPENSES WILL NOT BE PAID.**

**Restricted to on-board guardsmen currently assigned to the 128<sup>th</sup> ARW.**

**REASSIGNMENTS, PROMOTIONS AND NEW APPOINTMENTS:** The Federal Financial Management Act of 1994, SEC 402 ELECTRONIC PAYMENTS requires direct deposit to a financial institution for all Federal wage or salary payments that begin on or after 1 January 1995.

**EQUAL EMPLOYMENT OPPORTUNITY:** All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

### **\*\*\*INSTRUCTIONS FOR APPLYING - Please read this before you submit your application\*\*\***

Applicants will submit either a SF 171, OF 612 or Resume', which MUST include the following information:

**(Incomplete applications will not be accepted)**

- ? Job Opportunity Number
- ? Social Security Number, Country of membership
- ? Military affiliation (branch-current and previous, rank and experience or training related to the position apply for)
- ? Highest Federal Civilian grade held (include job series and date held).
- ? High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). If you believe your education will help you qualify for this vacancy, include a copy of your transcript(s).
- ? Work Experience: Be sure to list the positions or employment pertinent to the position for which you are applying. Show actual dates (Month and Year) for all work experience submitted. Applicants must explain in their own words for all work experience acquired (do not attach copies of Position Descriptions). DO NOT SUBMIT APPLICATIONS IN 3 RING BINDERS.
- ? Other qualifications: Job related training courses, job related skills, job related certificates and job related honors such as awards, special accomplishments, memberships in professional organizations, etc.
- ? If you list acronyms please explain in detail what they are.
- ? Applications must have an original signature and current date. Resumes must have a signed and dated cover sheet attached.
- ? Separate applications are required if applying for more than one Job Opportunity Announcement.
- ? Applicants should also submit DMA Form 181 or Standard Form 181.
- ? Applicants may submit DMA Form 20 and/or 21 to document military schools and address KSAs.

**HELPFUL HINTS TO ACHIEVE THE MAXIMUM CONSIDERATION FOR A POSITION:** 1. Qualification determination will be based only on experience and education applicable to the minimum qualifications requirements listed on the announcement. Only experience related to the job will be considered. 2. Indicate all education related to the job. Place the number of hours or weeks for the military in-service courses, the number of clock hours, semester, or quarter hours for civilian education. College transcripts must be included to be given credit. 3. Sufficient narrative description of

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specialized experience required by the announcement must be provided. Insufficient information may result in disqualification of your application. **4.** DD Form(s) 214 (if applicable) should be attached to the application. **5.** Veterans preference does not apply to positions in this agency.

Information should be sent to **The Adjutant General, Wisconsin, ATTN: WING-HR, PO Box 8111, Madison, WI 53708-8111; for registered or priority mail please send to the attention of the Technician Staffing Section at 2400 Wright St, Madison, WI 53704-2572.** All application material will become the property of the Human Resources Office and will not be returned or photo copied. Males born on or after 1 January 1960 must be registered with the Selective Service, otherwise they cannot be employed. *Applications must be mailed at the applicant's own expense. If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. Any questions may be directed to the Personnel Staffing Technician at (608) 242-3711 or DSN 724-3711 or the Personnel Staffing Assistant at (608) 242-3722 or DSN 724-3722 or Fax (608) 242-3726 or DSN 724-3726.*

**MILITARY MEMBERSHIP REQUIREMENTS:** This position can only be occupied by an on-board person currently employed by the Wisconsin Air National Guard 128<sup>th</sup> ARW. **Military Grade:** Maximum grade available is E-7. Compatible AFSCs are 2A7X1 and 2A790. The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment. **Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules. Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT):**

### REQUIRED QUALIFICATIONS

**Each application must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that provided the KSA. \*Remember, only the experience and qualifications/education you show on your applications can be used to evaluate your qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired.\*** **General Experience:** Experience, education or training which demonstrates ability to operate machine tools and their attachments and to use measuring instruments and equipment. Must have knowledge of machinability of metals and other materials, and be able to read and interpret blue prints, sketches, work sheets or other specifications. **Specialized Experience:** Must have Eighteen (18) months of specialized experience which has demonstrated the following knowledge, skills, abilities and personal characteristics.

- a. Skill in the use of lathes, vertical and horizontal boring mills, milling machines, shapers, planers, internal and external grinders and radial drills.
- b. Ability to use precision measuring devices.
- c. Skill in the use of shop mathematics and formulas.
- d. Skill in performing precision handwork with power and non-power tools.

**Substitution of Education for Specialized Experience:** Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours of 20 hours classroom hours of instruction per week) for 6 months of experience. Courses must be directly related the work of the position. Copies of transcripts listing courses and credits earned must accompany application.

**Evaluation Method:** All applicants will be initially screened against the qualifications as indicated above. If more than five applicants from the grade level(s) is/are qualified, they will be evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the Specialized Experience.

**Brief Description of Duties and Responsibilities:** Perform machining operations and welding to accomplish the manufacture and repair of aircraft components, tools, equipment, parts and special tools. Performs the full range of shop work in machining operations and welding. Performs lay out and design of special fabricated tools, dies, jobs and various other aircraft parts welding ferrous and nonferrous metals and alloys by shielded gas welding processes. Performs shop calculations such as determining peripheral cutting speeds and settings.

**Benefits Available:** The following benefits are available under the Federal Civil Service System: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 15 days Military Leave.

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